



## **BROCHURE DISTRIBUTION CLARIFYING QUESTIONS AND ANSWERS**

Q1. Under "3. Scope of Work", item #4 states weekly summary reports must be supplied on a monthly basis. Could you please confirm that the reports I have been sending will continue to be an acceptable format or should I expect a new way of reporting going forward? Up until now, I have been sending monthly reports detailing what was distributed to each center for the month prior. I don't currently send a weekly breakdown.

A1. BEA does not expect reporting to change from current practice.

Q2. Also, could you please provide further detail on item #5 "Transfer relevant data to BEA's DTTD dashboard"?

A2. Please disregard Section 5 of the RFP

Q3. Lastly, regarding item #7 under "Scope of Work", is providing a monthly distribution schedule a new request or can I expect to provide distribution schedule information as requested as I have done in the past? We distribute weekly during the months of May-October and biweekly the remaining months of the year. Our typical distribution days each week are Tuesday-Thursday, but this can sometimes vary depending on when brochures arrive to our warehouse and when major holidays fall. We do our best to ensure the centers are getting the most current publications in the most timely way possible.

A3. BEA expects to receive monthly distribution schedules. In the event of unforeseen circumstances, BEA would expect to be advised.